

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
OPEN MINUTES
JULY 24, 2013
TOMS RIVER MUA
10:30 AM**

Meeting of Executive Committee called to order by David Johnson, Chairman. Open Public Meetings notice read into record.

PLEDGE OF ALLEGIANCE – Chairman Johnson led Commissioners in the Pledge of Allegiance

ROLL CALL OF 2013 EXECUTIVE COMMITTEE:

David Johnson, Chairman	Little Egg Harbor MUA	Present
Brian Bigler, Secretary	Secaucus MUA	Present
Tammy Fetherman	Lacey MUA	Present
Richard Cranmer	Readington-Lebanon Sewerage Authority	Present
Jerome Cevetello	Manasquan River Reg'l. Sewerage Authority	Present
Michael Gianforte	Two Rivers Water Reclamation Authority	Present
Robert Fischer	Bayshore Regional SA	Absent

EXECUTIVE COMMITTEE ALTERNATES:

Robert Burner, Alt #1	Cape May County MUA	Absent
Frank Pastena, Alt #2	North Bergen MUA	Present
Reno Wilkins, Alt #3	Plainfield Municipal Utilities Authority	Present
William Dunn, Alt #4	Mount Holly MUA	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/Adm	Perma Risk Management Cathleen Kiernan
Attorney	Berry, Sahradnik, Kotzas & Benson, P.C. Robert Budes
Claims Service	Qual-Lynx Kathy Kissane
Safety Director	JA Montgomery Risk Control Joanne Hall
Managed Care	QualCare Donna Setzer
Underwriting Manager	Capacity Coverage Jon Ziman
Treasurer	Stuart Neuhof

FUND COMMISSIONERS AND ALTERNATES PRESENT:

Bruce Miller, Raritan Township MUA
Richard Brand, East Windsor MUA
James Diaz, Jackson Township MUA
Matthew Ecker, Logan Township MUA
Robert Smith, Western Monmouth UA
Mike Pucilowski, Washington Township MUA (Morris)

ALSO PRESENT:

Michael Avalone, Conner Strong & Buckelew
Patti Fahy, NAIMC
Charles Casagrande, Danskin Insurance Agency, Inc.
Jeff Stapleton Otterstedt Insurance Agency
Jeff Kurtz, Governmental Risk Management Asso.
Bradford Stokes, PERMA Risk Management
Karen A. Read, PERMA Risk Management

APPROVAL OF MINUTES: June 26, 2013 Open & Closed Minutes.

MOTION TO APPROVE JUNE 26, 2013 OPEN & CLOSED MINUTES AS AMENDED.

Moved:	Commissioner Gianforte
Second:	Commissioner Cranmer
Vote:	6 Ayes, 0 Nays, 1 Abstain – Michael Gianforte

CORRESPONDENCE: NONE

EXECUTIVE DIRECTOR'S REPORT: Monthly report submitted to Executive Committee including monthly Fast-track Accident Frequency, Fast-track Financial report, Claim Activity Report, Claims Management Exception Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and Monthly and Annual Regulatory Checklist. Executive Director said through May 31st, the Fund's statutory surplus stands at \$6.4 million increasing from \$5.8 million at year-end.

Executive Director said the Fund stands at .98 Lost Time Accident Frequency compared to 1.24 this time last year. As of May 31st, the NJUA has the lowest lost time accident frequency of all MEL member JIFs. Executive Director said when Perma first began producing this report, the NJUA JIF generally had one of the highest lost time accident frequency – in particular since NJUA members have a greater concentration of their employees in higher risk categories – such as sewer and water. Attorney Budesza said the members should be very proud of the fact of where you stand on the Lost Time Accident Frequency since the majority of the people working

in the field are in places that they tend to get hurt. Attorney Budesca said the Fund is doing a fantastic job.

PROPERTY APPRAISALS – Following responses received to the Fund’s RFQ for Property Appraisals from AssetWorks and American Appraisal, the board appointed AssetWorks, subject to resolution of the indemnification clause modifications requested by AssetWorks. Executive Director said AssetWorks was looking to limit the indemnification clause; Fund Attorney worked with their corporate attorney to work on the revisions. The indemnification clause wording was distributed to the members. In response to Commissioner Johnson, Attorney said the basic difference in the wording was essentially unlimited and it is now a little bit more restricted. Attorney said the fund is still being protected sufficiently with revision. Commissioner Cevetello accepted Attorney’s recommendation and made a motion to approve the revised clause.

MOTION TO APPROVE REVISED INDEMNIFICATION CLAUSE FOR THE ASSETWORKS CONTRACT

Moved:	Commissioner Cevetello
Second:	Commissioner Gianforte
Roll Call Vote:	7 Ayes, 0 Nays

2014 UNDERWRITING RENEWAL PROCESS – Executive Director said 2014 renewal applications have been mailed to Fund Commissioners with a copy to Risk Management Consultants and are due back in the Fund Office by July 15, 2013. Since the budget process is dependent on timely receipt of renewal data, we ask for everyone’s cooperation in meeting this deadline. Attached is a status of renewal applications received in our office. Executive Director’s office will follow up with members that have not yet submitted their data.

MEMBERSHIP RENEWALS – Executive Director submitted a list of the 25 members scheduled to renew fund membership by January 1, 2014. Membership documents will be mailed to those members following the meeting.

FINANCIAL DISCLOSURE FILING – Executive Director submitted a list of NJUA Fund Commissioners with the printed signed receipt of their Financial Disclosure Filing. PERMA has filed the State Roster on behalf of the Commissioners that have submitted their signed receipts as of June 28, 2013. Executive Director said the state will still have the form online and they are encouraging anyone that has not completed their form to do so but they will not be accepting any updated rosters – noting the main function of submitted the roster was to track who was required to complete the form for each public entity. Commissioner Bigler said he filed his disclosure form and was not able to access the completed form on the system. Commissioner Bigler called the DCA and they said there was a computer glitch the last two weeks of April so everyone should check their form to be sure it was filed and it can be accessed on the state website.

POL/EPL PROGRAM – The MEL’s Model Personnel Committee will be meeting to review the Employment Practices Program to determine what updates need to be made to the model.

Members will be asked to update their programs and meet training requirements to maintain deductibles and co-payment levels for 2014-2015. In October you will receive material on what updates if any you should make to your personnel policies. We will do the managers supervisors training and the non supervisors training. XL likes that process so they have asked the JIFs to maintain those programs.

SAFETY EXPO – The 21st NJUA Safety Expo has been scheduled for September 20th at the Camden County Emergency Services Training Center and November 8th at the Middlesex County Fire Academy. A copy of the Save the Date notice was distributed to members at the meeting. We will be mailing a “Save the Date” notice listing the planned courses by the end of the month.

TREASURER:

RESOLUTION 26-13 VOUCHER PAYMENTS (BILL LIST)

2012	\$	0.00
2013	\$	100,144.48

CONFIRMATION OF CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JUNE 2013:

CLOSED	\$.00
2009:	\$	18,166.78
2010:	\$	38,813.43
2011:	\$	19,216.78
2012:	\$	92,839.22
2013:	\$	78,061.62
Total:		\$247,097.83

MOTION TO APPROVE JULY BILLS LISTS, CONFIRM CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JUNE 2013 CLAIMS AND ACCEPT TREASURER'S REPORT:

Moved:	Commissioner Bigler
Second:	Commissioner Gianforte
Roll Call Vote:	7 Ayes, 0 Nays

Treasurer's Report Attached & Made Part of Minutes.

ATTORNEY: None

MANAGED CARE:

MONTHLY REPORT: Report submitted and reviewed by QualCare.

Report Made Part of the Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Monthly report submitted and reviewed by JA Montgomery Risk Control. Joanne Hall reported that the 2014 training class requests should be sent to the Safety Director's office by the end of August. If you would like to host training at your location please let us know. The Safety Expo save the date has been sent to members. There is a great line up this year featuring a supervisory track, confined space track, rigging and heavy equipment and a safety fast track with five courses. Commissioner Johnson thanked Safety Director for the .98 Lost Time Accident Frequency and the safety committee and commissioners that put in all their time and effort.

Report Made Part of Minutes.

CLAIMS:

MONTHLY REPORT: Claims Manager report was for closed session.

OLD BUSINESS:

NONE

NEW BUSINESS:

Executive Director said some Joint Insurance Funds cancel the August meeting this JIF traditionally does not. Executive Director asked for a confirmation of expected attendance for August meeting. The Committee discussed and said they will have a quorum for the August Meeting.

PUBLIC COMMENT:

NONE

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION**

MOTION TO CLOSE MEETING:

Moved: Commissioner Gianforte
Second: Commissioner Bigler
Vote: Unanimous

MOTION TO RE-OPEN MEETING:

Moved: Commissioner Gianforte
Second: Commissioner Fetherman
Vote: Unanimous

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS AS SUBMITTED WITH THE EXCEPTION OF THE PAR FOR MERCHANTVILLE PENNSAUKEN WHICH IS BEING HELD FOR FURTHER DISCUSSION:

Moved: Commissioner Gianforte
Second: Commissioner Bigler
Roll Call Vote: 7 Ayes, 0 Nays

MOTION TO ADJOURN

Moved: Commissioner Gianforte
Second: Commissioner Bigler
Vote: Unanimous

MEETING ADJOURNED: 11:44am
NEXT REGULAR MEETING: August 28, 2013

Karen A. Read, Assisting Secretary
For

Brian Bigler, SECRETARY
Date Prepared: - August 20, 2013